

People & Social Responsibility

PSR/HSE/MS Division

Destinataires / To : Philippe Diebolt, Didier Humbert, Brigitte Paule, Jose Luis Purificato, Abdesslam Rhnimi, Caroline Royer, Stéphane Déméautis	Expéditeur / From : Hans-Christian Gützkow
Copie / Copy : Alexandra Papillon, Peter Theunissen, Aude-Lise Chaput	Date : 14/10/2019
Objet / Subject : Deployment of company rule CR-GR-HSE-114	

Dear all,

The company rule CR-GR-HSE-114 *Assessment and Monitoring of HSE Risks of Assets Operated by Others* was published on REFLEX on the 28/01/2019 and is effective since the 28/07/2019. **This rule is new for M&S branch.**

The purpose of the company rule CR-GR-HSE-114 is to improve the knowledge and monitoring of HSE risks on assets operated by others, with a specific focus on major risks. It is also an opportunity to remind everyone that the representatives designated by the Group have a role to play in improving the HSE performance of these assets, bearing in mind that risk management is the operator's responsibility.

This rule covers in particular:

- The training for Group representatives working in JVs and their action regarding HSE issues within decision-making bodies,
- The method and frequency of HSE risk assessments (mandatory every five years),
- The vigilance points that are used to monitor the HSE performance of JVs (at least on an annual basis),
- The HSE evaluation of OBO assets with the 10 criteria in the Corisk grid,
- The negotiation of agreements to include clauses to ensure the implementation of an HSE policy and to stipulate the right to perform HSE audits.

A summary listing the main requirements is available on the first page of the company rule. To help you deploy this new rule on the field, we offer:

- An organizational chart and a list of actions for the different actors involved in this company rule (on the next page),
- A support file intended to list the requirements of this rule and enabling their compliance follow-up,
- A tutorial for the HSE evaluation of OBO assets.

Hans-Christian Gützkow



MEMO

Action	Frequency	Realization	Validation	Information
Extraction of assets operated by third parties (TELA, etc.)	1/year	MS/SGA/JUR or MS/Zone/SG/JUR		
Update of the register of assets operated by third parties (JV operated by third parties or sites operated by third parties attached to an operated affiliate)	1/year	PSR/HSE/MS Zone	MANCOM Zone	PSR/HSE/MS SVP
List of designated persons for each asset operated by a third party	1/year	PSR/HSE/MS Zone	MANCOM Zone	PSR/HSE/MS SVP
HSE risk assessment (Appendix 1 of CR-GR-HSE-114)	At least once every 5 years	Designated person With support of HSE		MS/SVP Zone PSR/HSE/MS SVP
Vigilance questionnaire (if HSE risk level is rated as "high" or "very high")	1/year	Designated person With support of HSE		PSR/HSE/MS SVP
HSE Vigilance note (if at least one answer to the vigilance questionnaire is positive)	1/year	Designated person With support of HSE		MANCOM Zone PSR/HSE/MS SVP
Action plan realization and follow-up	2/year	Designated person With support of HSE	MANCOM Zone	PSR/HSE/MS SVP
Review in CDMS (list of assets operated by third parties, results of HSE risk assessments and vigilance questionnaires, follow-up of action plans)	1/year	PSR/HSE/MS SVP		